SUNY Oswego Office of New Student Orientation

**OPA APPLICATION**

Summer 2018 ∙ Reference Form

**To the Applicant:** Please complete the requested information under “Applicant Information.” Per the application instructions, this completed reference form should be delivered in a sealed and signed envelope to the Office of New Student Orientation, located in the Compass, 145 Marano Campus Center.

**To the Referee:** The student who asked you to complete this form on their behalf is an applicant to the Orientation Program Assistant position with the Office of New Student Orientation. OPAs are trained, welcoming student staff members who dedicate their summer to serving as guides and facilitators of the new student, family, and guest Orientation experience.

Please complete this form to the best of your knowledge, and return to the applicant in a sealed and signed envelope. If you are unable to provide the applicant with a sealed and signed form, please email your completed form to Orient@oswego.edu. My team and I may follow up with you via email or phone regarding your reference. **This completed form is due to the Office of New Student Orientation on or before February 17, 2018 at 9 PM.** I welcome you to contact me with questions or concerns. I can be reached at (315) 312-5522 or Orient@oswego.edu.

**APPLICANT INFORMATION**

|  |  |  |  |
| --- | --- | --- | --- |
| Applicant Name | Click here to enter text. | Applicant ID # | Click here to enter text. |

[ ]  I waive my right to view or access this reference and any appropriate attachments.

**REFERENCE INFORMATION**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Click here to enter text. | Are you a SUNY Oswego faculty or staff? | Click here to enter text. |
| Your Relationship to the Applicant  | Click here to enter text. | How long have you known the applicant? | Click here to enter text. |

**APPLICANT LEADERSHIP ATTRIBUTES**

*Please mark the ranking you feel best reflects the applicant’s level of skills in the areas listed below.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Poor | Fair | Average | Above Average | Excellent | N/A |
| Communication skills |  |  |  |  |  |  |
| Ability to work as part of a team  |  |  |  |  |  |  |
| Academic ability  |  |  |  |  |  |  |
| Creativity  |  |  |  |  |  |  |
| Professionalism  |  |  |  |  |  |  |
| Maturity  |  |  |  |  |  |  |
| Ability to lead a group of peers |  |  |  |  |  |  |
| Self-confidence  |  |  |  |  |  |  |
| Ability to perform under pressure |  |  |  |  |  |  |
| Motivation |  |  |  |  |  |  |
| Sense of humor  |  |  |  |  |  |  |
| Punctuality  |  |  |  |  |  |  |
| Work ethic  |  |  |  |  |  |  |
| Attention to detail  |  |  |  |  |  |  |

**If you ranked any attribute as “fair” or “poor,” please explain in the space below.**

Click here to enter text.

**Applicant Name**Click here to enter text.

**Reference Name** Click here to enter text.

**OVERALL REFERENCE**

*Please answer the questions below pertaining to this applicant.*

**What are the applicant’s strengths as it relates to the Laker Leader position?**

Click here to enter text.

**What challenges might the applicant face in this position?**

Click here to enter text.

**Additional Comments**

Click here to enter text.

**RECOMMENDATION**

*Please select one recommendation for this applicant.*

[ ]  Highly recommend

[ ]  Recommend

[ ]  Do not recommend